



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, 1947TH ADMINISTRATIVE SUPPORT GROUP  
WASHINGTON, D.C.

REPLY TO  
ATTN OF:

MMO

24 MAR 1982

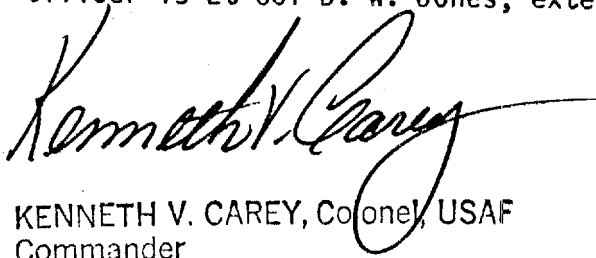
SUBJECT:

CY 82 Wartime Manpower Planning Exercise

TO:

AF/AC	AF/IG	AF/LE	AF/IN	AF/HC
AF/MP	AF/RD	SAF/AA	AF/RE	AF/JA
AF/PR	AF/XO	AF/SA	AF/SG	AS/CVAE
(Executive Officer)				A.F.S.H.R.C.

1. The Air Force annually determines its wartime manpower requirements through the Wartime Planning Exercise. As part of this exercise, we are required to conduct the annual Individual Mobilization Augmentation (IMA) requirements review. The objective of this effort is to correctly size the number and types of IMA authorizations, based upon applicable requirements defined in AFR 26-1, Volume II, Chapter 3 (Atch 1).
2. As your part of this exercise, please submit justification for IMA positions that are new and/or have been created by realignment of currently authorized positions. Also, provide information on currently authorized positions that were not justified and submitted last year. The format for justification is at page 3 of Attachment 2. General officer positions should be identified but not justified as AF/MPG annually approves/disapproves these IMA authorizations.
3. Recommended deletions of IMA authorizations should be identified but do not require justification. Page 1 of Attachment 2 is to be used to detail IMA authorizations by category and status. Page 2, AF Form 271, is to be prepared to reflect current IMA authorizations, planned deletions, and proposed changes by grade for FY 83.
4. Request your assistance in improving the quality of this annual review. Your submission should arrive in AS/MMO NLT 15 May 1982. AS/MMO project officer is Lt Col D. W. Jones, extension 74021/74022.

  
KENNETH V. CAREY, Colonel, USAF  
Commander

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1. AFR 26-1, Vol II, Chapter 3
2. Reporting Format

## \*Chapter 3

INDIVIDUAL MOBILIZATION  
AUGMENTATEE AUTHORIZATIONS**3-1. General Information:**

a. This chapter defines Individual Mobilization Augmentee (IMA) authorizations and states the policy and procedures for determining such authorizations. The effect of manpower authorizations on logistics, personnel, and fiscal planning dictates that these authorizations receive complete and objective review at all echelons. All IMA authorizations will be reviewed annually as part of the Wartime Manpower Planning Exercise (MANREQ).

b. IMA authorizations are military manpower requirements identified by individual skill on a selective basis to meet immediate needs of contingency and wartime/emergency plans. IMAs are Selected Reserve members of the Ready Reserve of the United States Air Force Reserve (USAFR) assigned to active Air Force units against valid wartime requirements. The Air National Guard has no IMA authorizations.

c. Major commands (MAJCOMs) and separate operating agencies (SOAs) with IMA authorizations and limited training capability may develop agreements with other MAJCOMs and SOAs in order to effect mobilization readiness training.

**3-2. Policies Governing IMA Authorizations:**

a. Justify each IMA authorization solely on the basis of a requirement to support war or contingency plans for which active force resources are insufficient to meet immediate augmentation needs (within 24 hours plus travel). (Exception: See paragraph 3-5).

b. Develop requests for IMA authorizations under paragraphs 3-3, 3-4, and 3-5.

c. Do not base IMA authorizations on:

(1) Peacetime tasks and missions.

(2) Peacetime manning shortages.

(3) Operational attrition on or after D-Day.

(4) Replacement of military personnel projected to be unavailable for duty on any given D-Day (leave, hospitalization, Professional Military Education (PME), etc.).

(5) Replacement of civilian employees who are Ready Reservists of the military services.

(6) Activities solely in support of survival, recovery, and reconstitution of an Air Force organization.

d. The General Officer Manning and Position Review Board validates IMA authorizations for general officers. If approved, positions are forwarded to the Director of Manpower and Organization (HQ USAF/MPM) for inclusion in the appropriate Manpower Allocation Report.

e. The Judge Advocate General, Surgeon General, and Chief of Chaplains will develop their individual functional requirements. The Director of Manpower and Organization (HQ USAF/MPM) will validate

these requirements and allocate them to HQ ARPC. Each functional manager will ensure each wartime gaining MAJCOM and SOA knows the specific number of IMA authorizations that will belong to them upon mobilization. Each MAJCOM and SOA must document these requirements in their annual MANREQ Exercise.

f. Enlisted authorizations will be staff sergeant (E-5) or higher, except for those authorizations approved in support of joint mobilization augmentation documents (part III of Joint Manpower Programs).

g. Workload requirements during the initial 30 days of any contingency will be based on 309 man-hours per month. The sustained wartime work-month man-hour availability of 242 hours (outlined in volume III, chapter 1) will be used with measured and projected wartime workloads to compute wartime manpower requirements. Also, manpower made available by the planned wartime reduction or elimination of peacetime-only workload will be reapplied to satisfy wartime requirements before requesting IMA authorizations.

h. Air Force component commands in overseas theaters should state unified command operations plan (OPLAN) augmentation requirements in Time-Phased Force and Deployment Lists (TPFDLs), using the Manpower Force Packaging System (MANFOR). AFR 28-3 provides direction and guidance for using MANFOR in the statement of required augmentation forces. IMA authorizations for overseas commands are discouraged and will be validated only when the requirement is stated in approved TPFDLs.

i. HQ USAF/MPM will allocate specific grades by authorization to the MAJCOMs and SOAs through the Manpower Allocation Report, RCS: HAF-MPM(AR)7112. Grade authorizations for IMA positions identified in the Manpower Authorization Transaction Report, part "A," RCS: HAF-MPM(AR)7102 will not exceed the overall grades approved in the Manpower Authorization Transaction Register.

**3-3. How to Determine IMA Authorizations:**

a. Base IMA authorizations on the need for wartime augmentation directly related to wartime/emergency requirements and other wartime manpower tasking that requires an immediate response. Each MAJCOM and SOA will determine total wartime manpower requirements annually according to the guidance for the Wartime Manpower Planning Exercise (MANREQ) issued by HQ USAF/MPM and for Support Force Sizing (FORSIZE) issued by HQ USAF/XOX. Based on the guidance provided, MAJCOMs and SOAs will determine their capability to meet the established requirements using the resources of assigned active units and reserve Force

3-2

AFR 26-1 Vol II(C1) 21 July 1981

units gained through mobilization. Any deficit between peacetime and wartime requirements will form the basis for substantiating an IMA authorization request in the MANREQ Phase III Report.

b. Use the following procedures to determine the requirement for an IMA authorization:

(1) Identify the specific wartime/emergency plan which states the requirement for augmentation, and document the requirement and factors bearing on the manpower determination procedure. (Exception: see paragraph 3-5.)

(2) Apply approved manpower standards and guides to compute total monthly manpower requirements by function, grade, and AFSC to perform wartime missions identified in paragraph 3-3b(1). Use both surge and sustained wartime man-hour availability in the computations. Quantify the projected wartime workloads to be supported using the most current wartime planning guidance.

(3) Subtract applicable active and Reserve Force unit authorizations from wartime requirements derived in 3-3b(2) to obtain total unfilled requirements. IMA authorizations may be developed against this unfilled requirement if the requirement occurs on M-Day for a "full" or "total" mobilization and the overall MAJCOM or SOA's MANREQ Phase II report does not show untasked authorizations in the requested skill (AFSC). Requirements for general officers and authorizations external to the Air Force are exceptions to this procedure. They will be determined by the responsible agency.

c. Identify individual wartime skill shortages in the MANREQ (Phase II). Establish IMA authorizations when no other alternatives have been found to satisfy immediate wartime manpower augmentation requirements.

d. IMA authorizations found to be excess to immediate wartime requirements will be deleted within 12 months or when a position is vacated, whichever occurs first. Validated requirements without IMAs assigned will be filled from other sources upon mobilization (for example, untasked active duty, Individual Ready Reserve (IRR), Reserve or retired individuals).

e. Any change in an existing IMA authorization in organization, grade, or AFSC constitutes a change of requirement. Therefore, the existing authorization will be deleted and a request for a new IMA authorization justified and requested through HQ USAF/MPMX as part of the annual MANREQ Exercise (Phase III). Out-of-cycle changes will not normally be made except in circumstances that would seriously affect the prosecution of the war or national security.

f. Use the following justification format when submitting a new IMA request:

(1) Identify specific organization to be augmented.

(2) Identify element or function involved.

(3) Identify number, grade and AFSC of added positions.

(a) Number of current active-duty authorizations in work center (military and civilian) by grade and AFSC.

(b) Number of current IMA authorizations in work center by grade and AFSC.

(4) Identify an appropriate training and pay category and program element code (PEC) for each added position.

(5) Identify the specific wartime or emergency plan which states the requirement for augmentation. Document the requirement and factors bearing on the manpower determination procedure.

(a) Specify if the requirement is not stated in a specific wartime or emergency plan but is required for national security per paragraph 3-5a and b.

(b) Develop workload data according to paragraphs 3-2g, 3-3b(2) and (3).

(c) Explain why IMAs are considered the most mission-effective resource to meet the requirement.

(d) Explain why the requirement is military essential.

(e) Justify why the position should not be reimbursable. This applies only to requests originating in federal agencies outside of the DOD unless the provision for such resources is a statutory responsibility of DOD.

(6) Attach an AF Form 271 summarizing the current MAJCOM or SOA IMA program plus new totals based on this request. An example is in attachment 2.

### 3-4. Wartime Augmentation Requirements External to the Air Force:

a. Wartime manpower augmentation requirements for agencies external to the Air Force, such as joint or unified commands, international organizations, other DOD services and agencies, and other government agencies, will be considered with all CONUS wartime augmentation requirements and processed in the same manner. Both internal and external USAF augmentation requirements will be tasked to appropriate commands. Commands tasked for support of external augmentation requirements in joint augmentation documents (part III of Joint Manpower Programs) will annually evaluate their ability to support these requirements from allocated active and Reserve Forces unit resources not required for deployment, CONUS training, systems development, or logistic support for the national strategy. External requirements that exceed tasked command's available sources may be justification for the allocation of IMA authorizations under the procedures in paragraphs 3-3b and c.

b. MAJCOMs and SOAs will assist HQ USAF/MPM by providing information related to validation of IMA requirements at commands and agencies outside of the Air Force.

### 3-5. Assistance in Support of National Security Requirements or Administrative Management and Training of Reserve Members:

AFR 26-1 Vol II(C1) 21 July 1981

3-3

a. IMA authorizations may be justified on the Air Staff or in organizations above wing level to support national security requirements when a military-essential wartime requirement cannot be filled from active force resources.

b. For the purpose of developing IMA requirements the term "national security" includes those requirements directly related to the war effort but not covered in any specific war or contingency plan. An example would be Air Force augmentation of external DOD or federal agencies or CONUS-sustaining requirements not addressed in an OPLAN but vital to war-fighting efforts.

c. IMA authorizations may be partially justified to assist in the administrative management and training of USAFR personnel participating in the IMA program when it can be demonstrated that:

- (1) The use of Reservists is economical, and
- (2) An IMA will exercise the leadership and supervisory skills normally required for a person in that position and associated rank, and
- (3) It would not degrade proficiency in their primary wartime responsibilities.

d. Administrative management will not be the sole justification for an IMA authorization, but may be an additional duty of senior IMA positions that have a valid primary wartime tasking. Active duty personnel in MAJCOMs and SOAs retain prime responsibility for operation and management of IMA programs.

### 3-6. Reporting Instructions:

a. Instructions in chapter 7 and AFM 26-749 will be used for creating and maintaining command manpower data system (CMDS) unit authorization files for IMAs and reporting in the HAF-MPM(AR)7102 report, file part c.

b. Source of data elements for identifying IMA authorizations in CMDS files is AFM 300-4, volume 1, ADE-AI-780. Code 3 is used to identify IMA authorizations within to the Air Force. Codes 4, 5, 6, 7, 8, and 9 identify IMA authorizations for organizations outside of the Air Force such as joint or unified commands, international organizations, Joint Chiefs of Staff (JCS) activities or functions, and activities identified by HQ USAF/MPM which are outside the DOD.

## FORMAT

## WARTIME MANPOWER PLANNING EXERCISE

(FY 83 IMA REVIEW)

## I. Current Authorizations (FY 82):

	Officer	Enlisted	Total
*Category 1			
Category 2			
Total			

(NOTE: Indicate grade detail on AF Form 271.)

## II. Authorizations Deleted as a Result of Review:

	Officer	Enlisted	Total
Category 1			
Category 2			
Total			

\*Category 1: To support implementation of war or contingency plans (reference AFM 26-1, Volume II, Chapter 3, paragraph 3-2a) shown as tasked in Phase II of Wartime Manpower Planning Exercise.

Category 2: To respond to other situations that the national security requires (AFM 26-1, paragraph 3-5) untasked in Phase II.

## III. Proposed New Authorizations for FY 83:

	Officer	Enlisted	Total
Category 1			
Category 2			
Total			

(NOTE: Summarize by grade on AF Form 271. Include only additional authorizations that are not included in your FY 82 authorizations. Any new authorizations must also be justified in the AFM 26-1 format (page 3).)

## IV. Total FY 83 IMA Authorizations:

	Officer	Enlisted	Total
Category 1			
Category 2			
Total			

(NOTE: Summarize by grade on AF Form 271.)

## EXAMPLE

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MANPOWER AUTHORIZATION VOUCHER						DATE		VOUCHER NUMBER			
						1 Jan 82		N/A			
TO: MAJCOM/SOA											
The manpower authorizations for your command for the dates indicated are given below:											
GRADE	CODE	4-82 QTR-FY	* QTR-FY	** QTR-FY	1-83 QTR-FY	QTR-FY	QTR-FY	QTR-FY	QTR-FY	FOURTH QUARTER FY	FY
GENERALS	07	1			1						
COLONELS	06	6	-1		5						
LIEUTENANT COLONELS	05	12		+1	13						
MAJORS	04	15	-2		13						
CAPTAINS	03	3		+1	4						
LIEUTENANTS	02	0									
<b>TOTAL OFFICERS</b>		37	-3	+2	36						
CHIEF MASTER SERGEANTS	E9	1			1						
SENIOR MASTER SERGEANTS	E8	2		+1	3						
MASTER SERGEANTS	E7	15	-1	+3	17						
TECHNICAL SERGEANTS	E6	17		+4	21						
STAFF SERGEANTS	E5	23	-4		19						
AIRMEN FIRST CLASS	E4	0									
AIRMEN SECOND CLASS	E3	0									
AIRMEN THIRD CLASS	E2	0									
<b>TOTAL AIRMAN</b>		58	-5	+8	61						
OFFICER STUDENTS											
AIRMAN STUDENTS											
USAF STUDENTS											
<b>TOTAL MILITARY</b>		95	-8	+10	97						
REMARKS											
* Authorizations deleted as a result of Wartime Manpower Planning Exercise.											
** Requested new authorizations (justifications attached).											
Training/Pay category - all B.											
PEC - all 53196R											
TYPED NAME, GRADE AND TITLE OF APPROVING OFFICER						SIGNATURE					

AF FORM 271  
SEP 84

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NEW IMA  
JUSTIFICATION FORMAT  
(Reference AFM 26-1, Chapter 3, Paragraph 3-3)

1. Identify organization to be augmented.
2. Element or function involved.
3. Identify number, grade, and AFSC of added positions.
  - a. Number of current active duty authorizations in work center (military and civilian) by grade and AFSC.
  - b. Number of current IMA authorizations in work center by grade and AFSC.
4. Identify an appropriate training/pay category and program element code (PEC) for each added position.
5. Specific Justification. Identify the specific wartime/emergency plan which states the requirement for augmentation. Specifically document the requirement and factors bearing on the manpower determination procedure.
6. Identify Category 1 or 2 as described in this appendix and as referenced in AFM 26-1, Chapter 3, paragraph 3-2a and 3-5. If the new authorization would be included in Category 2, the following data will also be included:
  - a. Workload data developed in accordance with AFM 26-1, Chapter 3, paragraph 3-3.
  - b. Justification explaining why Reservists are required, and why they are the most mission effective resource for meeting the requirement.
  - c. Justification as to why the position should not be reimbursable (applies only to requests originating in federal agencies external to the DOD unless the provision of such resources is a statutory responsibility of DOD).

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